

MSC Content Management Committee (revised DRAFT)

Mar. 8, 2017 - Meeting Minutes

Montana State Library, Grizzly Conference room

Call to Order

Meeting was called to order at 9:07.

Present:

Jemma Hazen (MSC), Jodie Moore (Chair, Red Lodge Carnegie Library) , Stephan Licitra (Vice Chair, State Law Library), Dave Shearer (Billings Public), Marilyn Trosper (North Lake County Public), Laura Tretter (Montana Historical Society), Carrie Nelson (Flathead Valley Community College), Paulette Parpart (Missoula Public), Scott Nordtome (Lewis and Clark Elementary School, Missoula), Janice Kalvig (ImagineIF libraries), Bobbi deMontigny (MSC), Jessie Goodwin (MSC), Lyndy Parke (Missoula Public), Diane Anderson (Missoula County Public Schools and MSC Executive Board member).

Not Present:

Beth Boyson (Bozeman Public), Carly Delsigne (North Jefferson County Public), Amy Fugate (Billings Public).

1. Minutes were approved for August 16, 2016 meeting.

2. Updates from MSC staff

- Bobbi deMontigny's update on training:
The Winter Webinar training series has had a positive impact and numerous views. Thanks to Jodie, Paulette, Stephan, Laura, and Carly for preparing examples and providing tutorials. Bobbi provided an overview on upcoming trainings (Monthly Ask Me Anything sessions during the summer, July trainings in Glendive, Enterprise for Earthlings in development). Please submit training topics to Bobbi.
- Jessie Goodwin's MSC update:
Three new libraries have applied to join the MSC in the upcoming year (Big Sandy Public Schools, Livingston Public Schools, and Yellowstone Christian). All libraries will be retro-cataloging their collections and may have cataloging parties in their areas. LSTA funds are uncertain and not all may join.

Upcoming votes at the Spring Meeting will include a request for a \$400 increase for the CMC meeting to align with travel expenses for the meeting.

The MSC has quotes from SirsiDynix for subscribing to a hosted Software as a Service (SaaS). With SaaS, server maintenance and hardware will be handled by SirsiDynix. Mike Price will be retiring at the end of the year and the MSL is not anticipating the ability to refill this position.

The MSC is hoping to push out Blue Cloud Analytics this summer. Bobbi and MSC staff are creating a lot of training materials from scratch. Blue Cloud Cataloging is not currently consortia friendly due to issues regarding setting permissions and customized policy lists.

- Jemma Hazen's MSC cataloging update:

Bozeman Public Library is slowly switching to vendor processing with Ingram. If anyone is considering Preprocessing with vendors, please be aware that it takes a while to set up, especially in regards to the Acquisitions module and building the EDI holding codes tables. It would be good idea to structure what libraries need to do and the topics they need to discuss with vendors and MSC staff. Bib costs are something to consider and entering contracts together would save bib money and set up costs. This is a conversation for Partners libraries to have especially regarding configuration and holdings codes.

3. News from the MSC Executive Board

Diane Anderson affirmed that the training webinars have provided good refreshers and affirmed what people are doing when cataloging items. They also encouraged people to participate.

4. Review of MSC Ad Hoc Committee on Cooperative Cataloging Final Report and 2016 MSC Survey Results.

- The Ad Hoc Committee results did not support centralized cataloging for the MSC.
- Jodie Moore summarized the results of the cataloging survey results which had a good response rate (over 70% participation). Discussion ensued on the fact that the SCP has dual purposes of serving as both standards documentation and training document. Ways to make the SCP more user friendly in terms of both content and format were discussed. The SCP is intended to be viewed online but those who use a printed copy are strongly encouraged to make sure they have updated to the current version of the SCP. Laura Tretter recommended that cataloging mentors contact their group to make sure everyone was aware of the updated SCP. Jessie Goodwin will get more information about the requirements for a web document on the State Library site similar to the online CE documentation. Jodie Moore will thank people for participating and share a

summary of the 50 page survey results at the Spring Membership Meeting. Diane Anderson volunteered to have the results printed for display at meeting.

- The survey indicated some confusion regarding Hyperlinks and vendor records as well as a need to clarify issues related to vendor records.

5. Approval of Standard Cataloging Procedures (SCP) additions/edits.

- Committee discussed and approved edits to the following sections:

Section 6.5 (007 tag - specifically large type materials & kits)

Section 6.7 (020 ISBNs)

Section 6.3 (250 edition note- include board books)

Section 6.12 (33x RDA descriptors)

- 347 Blu-ray notes were not included here. Other AV notes will be added in next revision.

Section 6.11 (856 tags- Electronic locations and Access)

- Electronic access pertains to more than just urls.
- Link rot and Reference rot is a problem as patrons can't access what they expect. Important reminder for MSC members: Check that links are sound when bringing records into catalog.
- The Hyperlink subcommittee recommended a standard of 98% of successfully functioning hyperlinks. Stephan confirmed that while this number sounded big, based on what he saw when reviewing his links, it was reasonable and attainable.
- Hyperlink Audits can be done. Jemma reported that they are easier to do by library. Anyone wanting an audit of their hyperlinks can open a MSC Help Ticket. Using MARC Edit for the report was faster than using WorkFlows validation and also showed what the underlying URL problem was. Missoula Public will be adding streaming video for Missoula Community Access television in the future.
- A reminder was made not to attach to print holdings to electronic records.

Other edits and SCP Sections.

- 785 tag (Succeeding titles in Serials) will be added to appendix.
- Policy types and the importance/ramifications of is something that needs greater clarification. The Executive Board has approved a document in draft form that can be discussed and added in future revision.

6. Catalog Cleanup

- There are no funds, reserve or otherwise to cover catalog cleanup. The good news is that the new libraries are coming in cleaner now than in the past. Recent libraries that have joined had potential duplicate records marked “REVIEW” and a deadline for reviewing them. Any items not fixed after the review period are purged.
- “Find it- Fix it” is still the motto for catalog cleanup. Paulette reported that there may be more juvenile titles from A-N that could be cleaned up due to the fact that Missoula County Public Schools joined in the middle of a cleanup project.
- Suggestions were made to target groups of important records (Classics, or DVDs for example). Please send suggestions for records to target to Jemma. Jemma will recruit for those with an interest in catalog cleanup at the MSC Tech-Services listserv.
- There has been an issue regarding significant noncompliance with the cataloging standards. Jemma reported that one library has consistently been using SmartPort to bring in bibs for all of their items, regardless of whether a record already exists in the catalog. MSC staff have contacted the library, but messages are routinely not returned.
 - Stephan made a motion to ask the Executive Board to consider procedural and/or policy changes to address noncompliant libraries consistent with the Ad Hoc Committee on Cooperative Cataloging’s recommendation #4 from the Final report of Dec. 20, 2016.
 - Diane Anderson will ask the Executive Board to establish a protocol and write a letter to the library.
- MSC staff can perform audits of bib records, but rely on membership to do the actual cleanup. Stephan will mention this the Spring Meeting. Bib audits are hard to do by specific library attached, since bib records do not belong to any individual library. It is better to do for everyone and distribute records needing attention. Targeting records with the absence of a tag is hard to do with a WorkFlows report, but Amy can do this with API.

7. CMC Composition and recruitment

- Katy Callon has accepted a new position at MDT, leaving a vacancy on the CMC.
- Jessie Goodwin recommended also having a serials rep on the committee.
- Marilyn Trosper made a motion to nominate Lyndy Parke (Missoula Public Library) for the CMC. Paulette seconded the motion.
- It was also discovered that there is no appendix B as referenced in the Bylaws article 7. Jodie recommends that a subcommittee draft an appendix B and break down

CMC representation to take to the Executive retreat in July. The Exec. Committee will make appointment to fill vacant positions. Stephan Licitra, Jemma Hazen and Jodie Moore will serve on this subcommittee.

8. Cataloging Mentors

- With a growing membership and pending retirements there is a need to add more mentors and reorganize the list distribution. Recruitment for interested librarians will be made on MSC Tech Services listserv and at the Spring Meeting.
- Jemma asked for all mentors to send her a list of the libraries with whom they have a mentor relationship, even if they are not assigned as a mentor to those libraries.

9. Checking in with Enterprise

- Bobbi is already addressing the need for training. (Enterprise for Earthlings).
- We are a big enough group that SirsiDynix monitors our Enterprise instance and notifies the MSC right away of any problems. Slowness is harder to define as it can occur at numerous places.
- eLibrary will be turned off on July 1, 2017 as a cost saving measure.
- A quick review of Delta Harvest times for Enterprise:
 - Newly cataloged items will show up in Enterprise with the next Delta harvest that occur approximately every 3 hours. (around 9:00, 12:00, 3:00, 6:00)
 - New book lists, the scrolling carousel, syndetic changes and anything that needs to be indexed will display after 24 hours.
 - Patron information and item availability is updated immediately.
- Enterprise Rooms
 - Some libraries are interested in having their own customized Enterprise Rooms. The caveat for this however is that when errors are made, the MSC has to pay for “rollbacks” to fix them. Those who would like to have higher levels of customization must have a webmaster of their own and be able to pay for any roll backs they cause.

10. CMC chair and Vice-Chair

- The CMC thanks Jodie Moore for chairing the committee for the past year and welcomes Stephan Licitra as the incoming Chair.
- Carrie Nelson was nominated and elected as Vice-Chair.

11. Meeting Adjourned (4:30)